



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Adult Education Directors
Federally Funded Grantees
Cooperating Eligible Entities

FROM: Paul F. Flinter, Chief
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: January 11, 2011

SUBJECT: Adult Education Operational Memorandum # 02-11

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Statewide Policy Forum, Friday, January 21, 2011

The next policy forum will be held on **Friday, January 21, 2011**, from 9 a.m. to 12 noon at the **Four Points Sheraton in Meriden**. Please note the change of location ([click here for driving directions](#)) and day of meeting. Directors are encouraged to bring at least one Program Facilitator to the forum. In the event of delays/cancellations due to the weather, please call 860-807-2125 after 7:00 a.m. on the morning of January 21, 2011, and listen to the voice mail message for the latest updates.

Electronic Handouts Only for Policy Forums

All handouts for the Adult Education Statewide Policy Forums will be posted on the Connecticut State Department of Education Web site at <http://www.ct.gov/sde> (Click on Adult Education → Policies and Procedures → Meeting Handouts) by Tuesday noon during the week of the policy forum. Please download these handouts prior to the policy forum. **No copies of handouts will be distributed at the policy forum.**

FY 2010-11 Adult Education Grant Application Revision - Forms ED-245 and ED-245A

The Adult Education Grant Revision Application, form ED-245, and the Supplemental Application, form ED-245A, for FY 2010-11 will be due to the Bureau of Health/Nutrition, Family Services and Adult Education not later than **March 15, 2011**. These forms are available

on the Adult Education Web site, www.ct.gov/sde (click on Adult Education → Legislation and Funding → State Grants). Please be sure to include the Budget Revision form, ED-114 and a copy of the current FY 2011 Program Profile with the ED-245 and ED-245A submissions. Evidence of private source funds must be included with the submission of the ED-245A.

Program Improvement Projects Mid-Year Report and Budget Revision

Recipients of Federal Program Improvement Projects (PIP) are required to complete a mid-year self-monitoring report. Any necessary budget revisions must be submitted at this time. PIP grant recipients will be receiving a hard copy of their original comprehensive budget (ED-114) and, if applicable, an EL/Civics budget (ED 114) form. These reports and forms will be sent to program directors by early January. All reports and budget revisions will be due by February 18, 2011, by the end of the business day. Please note that your ED114 has been mailed via U.S. Mail. Please follow directions if you have a budget revision. Also, note that some of the priority area questions have been revised.

FY 2011-12 Preliminary Adult Education Support Percentages

The Adult Education Preliminary Support Percentages for fiscal year 2011-12 are now available on the Adult Education Web site, www.ct.gov/sde (click on Adult Education → Legislation and Funding → State Grants). These percentages are based on current law and are considered preliminary in nature until approval by the General Assembly. The RESC support percentages are based upon the FY 2010-11 membership and may be subject to change. If you have any questions or concerns please contact Valerie Marino at 860-807-2130 or valerie.marino@ct.gov.

FY 2011-12 Adult Education Grant Application - Forms ED-244 and ED-244A

The FY 2011-12 Adult Education Grant Application, form ED-244 and the Supplemental Application for Adult Education Cooperating Eligible Entity (CEE), form ED-244A will be due to the Bureau of Health/Nutrition, Family Services and Adult Education not later than **April 15, 2011**, as directed by the Connecticut General Statutes governing adult education. Any new, amended or updated lease agreements should accompany the submission of the forms. Additionally, letters of commitment from private source contributors must accompany the submission of the ED-244A. Notification will be emailed to all superintendents and adult education directors as soon as these forms are made available on the Adult Education Web site.

New Regulations Concerning State Educator Certificates, Permits and Authorizations

On December 1, 2010, the Connecticut State Board of Education passed new regulations concerning State Educator Certificates, Permits and Authorizations and the regulations will become effective on July 1, 2015. Included in this major change to educator certificates are the adult education endorsements for the High School Credit Diploma Program, External Diploma Program and Noncredit Mandated Programs and English to Speakers of Other Languages.

In the next two weeks, the Department will transmit the regulations to the Attorney General's Office and subsequently to the Legislative Regulations Review Committee. Once the regulations are approved by the Legislative Regulations Review Committee, the Department will begin to schedule meetings for school district personnel and educator preparation institutions to discuss the implementation of the new regulations and implications for educator preparation.

For a copy of the regulations visit <http://www.sde.ct.gov/sde/cwp/view.asp?a=2613&q=322114>
The description of the three adult education endorsements begins on page 121 with the High School Credit Diploma Program.

Thank you.

PF:ag